Employment Opportunity:

Position: Finance & Operations Support Intern
Company: MDC Supply LP, Subsidiary of MDC
Location: Moosonee, ON or Timmins, ON
Closing Date: Sunday, August 9, 2026 @ 11:59pm EST

MUSHKEGOWUK DEVELOPMENT CORPORATION

Summary
Mushkegowuk Development Corporation is seeking a motivated Finance & Operations Support Intern to support the financial administration and operational functions of MDC Supply LP. The Intern will report to the Financial Administration Officer and plays a supporting role in maintaining accurate financial records, inventory documentation, and reporting processes. Through your organizational and analytical skills, the Finance & Operations Support Intern will assist with financial record keeping, process improvement, and day-to-day operational tasks for the Company. The ideal candidate will have strong attention to detail, an interest in finance and business administration, and the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities
- Support accounts receivable and accounts payable tracking, including invoice processing and documentation.
- Assist with maintaining accurate financial records, filing, reconciliations, and supporting documentation.
- Support HST tracking and preparation of documentation for reporting and claims.
- Assist with inventory receiving, adjustments, and inventory record maintenance.
- Maintain organized records for purchase orders, delivery slips, supplier invoices, and customer files.
- Support preparation of monthly financial and operational reports for management.
- Coordinate with logistics and procurement staff to ensure accurate billing and order completion.
- Assist with documenting and improving internal financial and operational procedures.

Qualifications
- Recent graduate of a college/university program in Business Administration, Accounting, Finance, Office Administration, or related field preferred, but not required.
- Strong organizational and analytical skills.
- Proficiency with Microsoft Office, especially Excel.
- Professional communication skills and attention to detail.
- Speaking Cree is an asset.

This is a government-funded position. Due to the funding eligibility criteria, applicants must identify as Indigenous.

If you possess the qualifications and experience described above, we invite you to apply for the Finance & Operations Support Intern position. Join us in our mission to drive growth, innovation, and success for the Mushkegowuk Development Corporation and its subsidiaries.

MUSHKEGOWUK REGIONAL ECONOMIC DEVELOPMENT LIMITED PARTNERSHIP

How to apply:
Submit resume and references, quoting Competition #2026-02, no later than 11:59pm on August 9, 2026 to mdcfinance@mushkegowuk.ca or mail to 101 Cedar St. South Timmins, P4N 2G7.

https://mushkegowukdc.ca/employment-opportunities/